

CONFIDENTIAL

b. Basic, Current and Staff Intelligence Groups - In accordance with the approved CIA Intelligence Production Plan and in their respective spheres of responsibility, each of the above Groups has staff responsibility for:

(1) Participating in the development of the CIA Intelligence Production Plan and the CIA Intelligence Presentation Plan, including the recommendation to appropriate components that specific estimates be prepared.

(2) Preparing in collaboration with the appropriate producing component ~~detailed~~ specifications which prescribe the problem, terms of reference, scope of coverage and deadlines to be met for each individual report, estimate, or study, with ^{the} exception of Special Evaluations.

(3) Coordinating the production of intelligence including the allocation of responsibility for production and review and, in collaboration with the producing components, the establishment of deadlines for completion of drafts.

(4) Reviewing each draft report, estimate or study in order to ascertain that:

(a) It is adequate as to scope, and is in conformity with the established terms of reference.

(b) It conforms to CIA standards of format and style.

CONFIDENTIAL

CONFIDENTIAL

(c) It has been properly coordinated within ORE.

(5) Arranging for final and formal coordination of revised drafts of reports with the departmental intelligence agencies.

(6) Referring drafts to the Assistant Director for review either prior to or after coordination with the departmental intelligence agencies. *approval before pub.*

(7) Arranging for the publication of finished reports and recommending appropriate dissemination action.

CONFIDENTIAL

CONFIDENTIAL

8 December 1948

MEMORANDUM FOR: Chief, Basic Intelligence Group
Chief, Current Intelligence Group
Chief, Staff Intelligence Group
Chief, Global Survey Group
Chief, Economics Group
Chief, Transportation Group
Chief, International Organizations Group
Chief, Each Regional Branch
Chief, Scientific Branch
Chief, Map Branch

SUBJECT: Proposed Responsibilities and Procedures for Intelligence Production

REFERENCE: Memorandum for all Regional Branches from Chief, Staff Intelligence Group, dated 6 December 1948, subject, Staff Intelligence Meeting

1. The Assistant Director, ORE, will preside at a meeting to consider the attached proposed procedure at 1400 hours, 13 December 1948 in Room 2519.

2. This action postpones the staff intelligence meeting scheduled for the same hour to consider the enclosures to the reference cited above.

3. This decision was made because it was felt advisable to consider the total problem of intelligence production responsibilities and procedures before discussion of the procedures attached to the reference.

4. The attachment is a revision of a previous ORE Operating Procedure No. 24-48, dated 29 August 1947 which was subsequently rescinded. The principal difference in the attachment is a provision for an Intelligence Production Board which will consider and approve the production plan and related problems.

FOR THE ASSISTANT DIRECTOR, ORE: ^{25X1A}

Chief, Plans and Policy Staff
Reports and Estimates

CONFIDENTIAL

DEC 9 1948

PROPOS **CONFIDENTIAL** PROCEDURE

SUBJECT : Production of Intelligence and Delineation of Responsibilities Pertaining Thereto

REFERENCE : ORE Operating Procedure No. 5

1. Purpose - In order to insure that the production of intelligence is accomplished efficiently, and that ^{the} such intelligence ^{produced} is responsive to both current and long-range requirements for the national security, and to delineate the Staff, Group and Branch responsibilities in connection therewith, the following procedures are prescribed, effective this date.

2. The ORE Intelligence Production Board

a. Under the Chairmanship of the Assistant Director, ORE, the Chief, Plans and Policy Staff, the Chiefs of Staff Groups, and the Chiefs of each producing component will constitute the Intelligence Production Board which will:

- (1) Review the ~~consolidated~~ intelligence production requirements *as counsel. by P. & P.*
- (2) Review and approve the periodic issuance of the CIA Intelligence Production Plan and the CIA Presentation Plan
- (3) Review and approve the specifications for each *not necessarily agreed upon betw. prod. comp. & staff gr.* report and estimate ~~before it is assigned to any component or combination of components of ORE~~
Review final intel.
4. Review and consider problems relating to intelligence production.

CONFIDENTIAL

CONFIDENTIAL

b. The Assistant Director, ORE will convene the Board for the above purposes, in whole or in part, in accordance with the nature of the problem under consideration and the degree to which the separate producing components and staff groups are concerned.

3. The CIA Intelligence Production Plan

a. Intelligence will be produced in accordance with a comprehensive intelligence production plan based upon the determination of both the current and long-range production requirements for national intelligence. This plan will be projected quarterly and amended and re-issued as required during each quarter.

b. The plan will prescribe priorities, schedules for production, and the scope of the various types of reports (including the frequency of publication and revision) required to present national intelligence effectively.

be subject to modification
c. The plan will afford sufficient flexibility to permit interim adjustments for meeting requirements arising from unpredictable developments and changing situations.

4. The CIA Intelligence Presentation Plan

a. ORE Operating Procedure No. 5: subject, CIA Presentation Plan, prescribes the various media which have been approved for the presentation of national intelligence.

b. The presentation plan is a general guide, and is susceptible of amendment by the IPB as circumstances may require.

CONFIDENTIAL

CONFIDENTIAL

5. Responsibilities and Procedures

a. The Plans and Policy Staff is charged with ~~primary~~

staff responsibility for:

(1) The ~~determination~~ ^{recommendation preparation} in consultation within ORE and with the IAC agencies, ^{as to what} of what intelligence should be produced, and the establishment of the resulting production requirements.

(2) The preparation, coordination, maintenance, and, upon approval, issuance of the CIA Intelligence Production Plan, and the CIA Intelligence Presentation Plan.

(3) The coordination and adjustment of priorities for the production of ~~basic, current and staff~~ intelligence within ORE, and priorities for the utilization of services in support of such production, such as graphic, cartographic and reproduction facilities.

(4) The ^{investigation} ~~determination~~ of inadequacies in source material which is required for production purposes, and the preparation and issuance of requirements directives for necessary collection and source exploitation action.

(5) The ^{investigation} ~~determination~~ of the need for, and establishment ^{recommendation for} of, temporary and permanent CIA and IAC committees, ~~task forces and working groups~~ required to facilitate production of national intelligence.

(6) The ^{coordination} ~~review~~ and assessment of adequacy of the intelligence effort in fulfillment of the CIA Intelligence Production Plan, and recommending remedial action as required.

CONFIDENTIAL

CONFIDENTIAL

b. Basic, Current and Staff Intelligence Groups - In

accordance with the approved CIA Intelligence Production Plan and in their respective spheres of responsibility, each of the above Groups, ~~under general coordination of the Plans and Policy Staff and in collaboration with the appropriate producing components,~~ has staff responsibility for:

(1) Participating in the development of the CIA Intelligence Production Plan and the CIA Intelligence Presentation Plan.

(2) ^{for in collab} Preparing ~~detailed~~ specifications which prescribe the problem, frame of reference, scope of coverage and deadlines to be met for each individual report, estimate or study. ~~for approval of the IPB.~~ ^(with the exception of free Eval.)

(3) Coordinating the production of intelligence including the allocation of production and review responsibilities ^{for in collab} and the establishment of deadlines for completion of drafts, ~~as determined by the IPB.~~

(4) Reviewing each draft report, estimate or study ^{ascertain} in order to ensure that:

(a) It is adequate as to scope, and is in conformity with the established terms of reference.

~~(b) It is consistent in facts or interpretation with other CIA reports, or that inconsistencies are supportable by new facts or new interpretations of available facts.~~

CONFIDENTIAL

CONFIDENTIAL

b
(x) It conforms to CIA standards of format and style.

c
(d) It has been properly coordinated ~~from a substantive viewpoint~~ within ORE, and with the appropriate departmental agencies.

f (5) Recommending to the Branches or Groups concerned any necessary revision of drafts of reports, based upon the review cited in (4) above.

(6) Arranging for final and formal coordination of revised drafts of reports with the departmental intelligence agencies, and final review by the Assistant Director prior to publication.

(7) Arranging for publication of finished reports and indicating recommendations for other than standard dissemination.

c. ORE Producing Components - Each Branch and each Functional Group within its proper sphere of activity has responsibility for:

2
(1) Recommending immediate modification of approved production plans *as required* based upon new significant trends and developments in *its* their area or field of responsibility.

1
(2) Determining what intelligence should be produced to meet specific national security requirements and to remove existing inadequacies in national intelligence coverage.

*Formal
prod.
signature*

3. Limit to prod. of unsolicited

CONFIDENTIAL

CONFIDENTIAL

4. ~~(3)~~ Conducting all requisite intelligence research, analysis and drafting of reports, (including arrangements for the preparation of appropriate graphic material) to meet the prescribed standards, style and terms of reference for each type of report within the prescribed time limits. ✓
5. ~~(4)~~ ^{staff and} ~~Engaging in collaboration~~ with, and obtaining requisite concurrence from, other interested and responsible Branches or Groups in the preparation of reports. ✓
6. ~~(5)~~ Accomplishing informal coordination with appropriate departmental intelligence agencies. ✓
7. ~~(6)~~ ^{staff and} Submitting finished drafts of reports to the appropriate Group, indicating ~~on the transmittal form (initials or remarks on buck-slip)~~ the following:
- (a) Extent of coordination within ORE
 - (b) Extent of coordination with departmental agencies ✓
 - (c) Approval of the draft by the Chief of the Branch or Group of origin
8. ~~(7)~~ ^{staff} Advising the appropriate Group ~~listed in paragraph 5.2 immediately and in detail~~ ^{promptly} regarding any circumstances which appear to prevent meeting established terms of reference or deadlines.
9. ~~(8)~~ Referring all problems affecting intelligence production, internal or external, which constitute obstacles to

CONFIDENTIAL

CONFIDENTIAL

fulfillment of the ORE Mission to the Assistant
Director with recommended action in each case.

25X1A

Reports and Estimates

CONFIDENTIAL